

Software Applications (Access)

Cluster of Modules

C8844 Operate a Database Application

C8854 Integrate Commercial Computing Packages

Description

C8844 - This unit defines the competency required to operate database applications and perform basic operations.

C8854 - This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.

Textbook

"IT Fundamentals" - *Tertiary Press*

Program of Work

Week	Topics Covered	Workshops/Exercises	Downloads/Assessments
1- 11/2/08	<ul style="list-style-type: none"> . Introduction to Access and database design . Naming conventions . Setting primary keys 	Workshop: <ul style="list-style-type: none"> . What is a Database? . Example of a DB . Creating the Friends.mdb database . Creating a table, queries, form and report 	ASSESSMENT ONE START 1. Assessment One – Observation
2- 11/2/08	Continue Access Introduction . Practice in creating database objects	Workshop: <ul style="list-style-type: none"> . Creating the Music Library.mdb database . Creating a table, queries, form and report 	Class handout – Music Library database
3-4 18/2/08	. More Access Introduction . Setting up the required data files . Create a database to design specifications, create a table, assign a primary key, name & save table design, set field properties.	Workshop: . Multiple table databases Activities: <ul style="list-style-type: none"> . Chapter 38 - Touring Access . Viewing FernyDellNursery.mdb . Viewing WhitbournePrestige.mdb . Chapter 39 - Creating a Database . Creating JonathonWolff.mdb 	Required data files
5- 3/3/08	Public Holiday Labour Day No Class		
6 10/3/08	Integrating data from Word and Excel into Access -Enter data into table -Enter data using a form -Import data from Excel spreadsheet & Word document -Mail merge -Backup database.	Activities: <ul style="list-style-type: none"> . Chapter 40 - Entering & Importing data . Continuing with the JonathonWolff.mdb database 	
7 17/3/08	. Modify table design, rename table . Amend field properties, add a primary key, add a new field, move a field, delete a field . Adjust column width.	Activities: <ul style="list-style-type: none"> . Chapter 41 - Modifying Table Design 	ASSESSMENT TWO START 2. Assessment Two - Project Additional Tutorial data Letter
8-24/3/08	Public Holiday No Class Easter Monday		
9 31/3/08	. Edit data, add new records. . Copy data, use Find function, use Replace function, sort records . Use filters, delete specified records -protect data	Activities: <ul style="list-style-type: none"> . Chapter 42 - Managing Data 	
10 7/4/08	. Understand and create table relationships . Define and enforce referential integrity.	Workshop: Understanding Relationships/Normalisation Activities: <ul style="list-style-type: none"> . Chapter 43 - Linking Tables 	Database Presentation Database Design Process Workshop

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11 21/4/08	Review week		
12 28/4/08	. Understand, create, run, name, save, print & close queries.	Activities: . Chapter 44 - Select Queries	
13 5/5/08	. Create, print, close & rename a form. . Make modifications in Form Design View . Adjust tab order, add & edit data in a form, explain sub forms.	Activities: . Chapter 45 - Data Entry Forms	
14 12/5/08	. Create, print, close & rename a report. . Make modifications in Report Design View. . Mail label reports, reports based on queries.	Activities: . Chapter 46 - Report Fundamentals	
15 19/5/08	. Switchboard manager -Command Button wizard, -Set startup form.	Activities: . Chapter 47 - Creating an Automated Application	
16 26/5/08		Assessment Three - Project Create a database using data from Excel spreadsheet. Export data for mail merge to Word document. Create forms, queries and reports. Create Switchboard and set as startup form.	ASSESSMENT TWO DUE ASSESSMENT THREE START 3. Assessment Three – Project Project Cars Spreadsheet Customers Spreadsheet
17- 2/6/08	Public Holiday Foundation Day No Class		
18 9/6/08		Assessment Three - Project (cont.)	ASSESSMENT ONE DUE ASSESSMENT THREE DUE
19 16/6/08		Resubmit Assessments	
20 23/6/08	REVIEW		

Program of Work/ Assessment Plan and Matrix/ Data Files available at:

<http://rockit07.wikispaces.com/Access>